17 April 1946

CENTRAL PLANNING STAFF

PROCEDURE MEMORANDUM NO. 25

The Chief, Central Planning Staff, desires that all official correspondence prepared in the Central Planning Staff Branches, including that prepared for the signature of the Chief or Deputy Chief, Central Planning Staff, will bear in the upper right hand corner the initials of the initiator of the document and the stenographer preparing the document, i.e., CPM/frh. This will enable all concerned to recognize the initiator and the stenographer by a quick glance at the upper right hand corner of a document.

FOR THE ACTING CHIEF, CENTRAL PLANNING STAFF:

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